Adapted invitation to tender for Administrative/ Finance Services based in Amman

Invitation to tender launched in an adapted procedure in accordance with Article L.2123-1 French Public Procurement Code¹

TECHNICAL SPECIFICATIONS

Document no. 1

¹ Main French Public Procurement Code articles mentioned in this invitation to tender are detailed in Annex 1 of the bidding regulation.
1. About CFI and the QARIB program:

A subsidiary of the France Médias Monde group, CFI, the French media cooperation agency, supported by the French Ministry of Europe and Foreign Affairs, is in charge of the coordination and implementation of public aid policy to promote and enhance media in developing countries. CFI is currently involved in around thirty projects that fall within three major programs: media and governance, media and development, and media and enterprise.

The QARIB programme is a regional initiative focused on Lebanon, Jordan, Palestine and Iraq. Funded by AFD (Agence Française de Développement - French Development Agency) and implemented by CFI, this programme will run from 2020 to 2025.

The QARIB programme aims to help the media and citizens reconnect with each other, and is structured around five key components:

- promoting the production of journalistic content that is close to citizens’ concerns (environment, health, education, justice, gender equality, economy, etc.);
- increasing citizens’ trust in the media (combating fake news, media education);
- making the media more economically independent;
- developing synergies and networks between the media and journalists in the region;
- stimulating public debate on the role, methods and place of the media in society.

The programme will be rolled out by a CFI project team based in Jordan, who will be supported by partners and service providers in the region and liaise with AFD agencies in the area, including the Regional Directorate based in Lebanon.

About CFI and the QUDRA program:

The Qudra 2 project is a regional action co-financed by the European Union, through the EU Regional Trust Fund in Response to the Syrian Crisis (EUTF Syria), the German Federal Ministry for Economic Cooperation and Development (BMZ) and Spanish Agency for International Development Cooperation (AECID) seeking to strengthen resilience for Syrian refugees, IDPs, returnees and host communities in response to the protracted Syrian and Iraqi crises.

The programme is jointly implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Expertise France, Spanish Agency for International Development (AECID), Hungarian Interchurch Aid (HIA) and Belgium Development Agency (Enabel) in programme partner countries of Iraq, Jordan and Lebanon.

In this frame, the French Agency Expertise France (EF) designated CFI as its implementing partner to improve a direct access to information for both Syrian refugees and vulnerable host communities in Jordan and Lebanon. This will imply to design, set-up, and run a services-oriented information collection system across both countries, and disseminate information through different channels.

This program runs from September 2019 to August 2022.

Service: Administrative and Finance Officer / self-employed individual.

Country of duty: Jordan
Location: Amman with at least 1 mission a year to Irak, Lebanon, and Palestine.

Program duration: 5 years

Contract duration: An average of 18 days per months, depending on activities – between April 2021 and December 2024.

2. Line Management:

The Service provider will execute the Service in accordance of the instruction and guidance of the Project Directors of the projects (QUDRA and QARIB) based in Amman and the Administration and Finance team in Paris HQ.

The service Provider will report on it Service to the Project Directors of the projects (QUDRA and QARIB) based in Amman and the Administration and Finance team in Paris HQ.

3. Tasks and responsibilities:

The service Provider is responsible for the following tasks:

4.1 Administration

- Facilitate and contribute to general progress and implementation process of CFI projects in region;
- Ensure the smooth and adequate flow of information, within the team in Jordan and Lebanon and the HQ, to facilitate the operations in the framework of CFI regulations;
- Monitor on the new government process & procedures to ensure operations in the countries covered by projects;
- Estimate and establish cost parameters and budgets for purchases;
- Create and maintain good relationships with vendors/suppliers;
- Review and analyze all vendors/suppliers, supply, and price options;
- Develop plans for purchasing equipment, services, and supplies, in accordance with CFI and donor guidelines;
- Archive a soft copy of all administrative and financial documents;
- Assist in the tender publications and follow-up on the received applications;
- Supervise and assist the team in the office with activities such as inventories, event planning, accommodations etc.;
- Follow-up on the administrative aspect of the registration of CFI in Amman known under the name of Foreign non-operating company (FNOC);
- Assist in the preparation of draft contracts.

4.2 Finance

- Implement and supervise transactional procedures and systems in order to ensure transparent accounting practices and full documentary traceability (invoices, receipts, bank statements, etc.) in accordance with CFI and donor guidelines;
- Oversee budgets and expenditures and prepare the budget forecast in coordination with CFI HQ;
- Regular workflows follow-up: cash desk, transfers, down payments, purchase procedures, payment validations, bank reconciliation etc.;
- Regular budget follow-up to monitor the expenditures and make sure that internal control systems are in place and financial ethics respected within the projects;
- Ensure the financial transactions are in line with the financial and administrative guidelines of CFI and the donors;
- Facilitate the monthly and yearly accountancy closure and make sure that all supporting documents of the projects are in order, in coordination with CFI HQ;
- Follow-up on the financial aspect of the registration of CFI in Amman known under the name of Foreign non-operating company (FNOC) such as the accounting.

4. **Language skills:**

Full professional proficiency of Arabic and English. French is an asset.

5. **Requirements**

**Experience**

- Proven working experience as an Administrative/Finance Officer (+ 5 years), in Jordan,
- Mandatory: Working knowledge of Jordan fiscal policy and national accounting legislation
- Experience within public agencies/ public offices, European programs or international projects;
- FNOC management experience is highly appreciate;
- A solid understanding of financial statistics and accounting principles;
- A solid understanding in procurement;
- Experience(s) with the international donors is an asset,
- Proficient in MS Office: Excel is a must.

**Competence**

- Knowledge of Jordan, Palestine, Iraq and Lebanon context and the relationship between Media, Civil societies and legal authorities;
- Strong leadership capabilities, decision-making and autonomy;
- Excellent organizational and multitasking abilities;
- Knowledge of the Media sector, notably in the Middle East, an asset.

6. **Termination, collateral and transfer of the contract**

6.1. **Receivership or compulsory liquidation**

In the event that the service provider goes into receivership or compulsory liquidation, the contract shall be terminated ipso jure after a period of one month from the date of a letter sent by registered post with acknowledgement of receipt to the official receiver or debtor in the case of simplified receivership or to the liquidator in the case of compulsory liquidation, who, in accordance with the
provisions of article L.621-28 of the French commercial code, has the sole power to demand that the current contract be continued.

If the contract is declared to have been terminated, this shall become effective on the date on which the official receiver or liquidator decides not to continue the performance of the contract or upon expiry of the period of one month stipulated above.

This shall not entitle the service provider to any compensation.

If it is established that there is a risk that the service provider’s business may be liquidated, the service provider shall take all necessary steps to provide CFI with the computer codes required for operation of the equipment and software supplied, as well as any developments that may have been made in accordance with the guarantee of future-proofing.

6.2. Termination owing to non-performance

In the event of non-performance by one of the parties of one of its obligations as set out in the contractual documents, the other party may, if it wishes, terminate the contract 15 clear days after sending a registered letter with acknowledgement of receipt to which there has been no response, without prejudice to any action that may be taken for damages.

CFI may provide for the performance of the service at the service provider's expense and risk, either in the event of non-performance by the latter of a service that, due to its nature, cannot be delayed, or after formal notice has been given by registered letter with acknowledgement of receipt to provide the service within eight days and this has proved unsuccessful. Any increase in expenses in relation to market prices resulting from performance of the services at the service provider's expense and risk shall be borne by the service provider.

6.3. Collateral and transfer of contract

No transfer of the contract is authorized

7. Legal disputes

Except in the event of interim proceedings, the parties undertake to seek an amicable solution in the event of any legal dispute or disagreement between them before considering referring the case to a court of any kind.

To this end, any disagreement between the service provider and CFI must be the subject of a complaint report drawn up by the parties, which must be communicated within thirty days from the date on which the disagreement arose.

The parties shall then have 2 months in which to respond to this complaint. If the disagreement persists after this amicable procedure, the parties may commence litigation.
The contract concluded between CFI and the service provider shall be subject to the provisions of French commercial law.

The language of this contract is English.

Any translation is provided for information purposes only and has no contractual value. In the event of any conflict between the two versions, only the English version of the contract documents shall prevail.

Any dispute relating to the implementation or breach of the contract shall be referred to the Tribunal administratif de Cergy-Pontoise.